

Linda Han  
Dina Caloggero  
Kathleen Nawn

**Analytical Chemistry**

Julianne Nassif  
*CT/Env Chem*  
Jennifer Jenner  
Gloria Cheng  
Peter Kane  
Linwood Noddin  
Bruce Hannon  
Jill Clemmer  
Jane Gu  
John Gillis  
Paul Servizio

*Lead Lab*  
Alan Rubin  
Amy Tan  
Patrick Kataramu  
Ngozi Ogbue  
Michael Poe  
Felipe Alfonso

*CHLP*  
Patricia Jacobsen  
Mary Madden  
Paul Daly  
Shelia Stallings  
Thuy Hunt  
Giovanni Rosas

*Drug Lab*  
Elisabeth O'Brien  
Gloria Phillips

Shirley Sprague  
Janice Zanolli

Charles Salemi  
Zhi Tan

Michael Lawler  
James Hanchett

Nicole Medina  
Kate Corbett

Daniel Renckowski  
Peter Piro

Mai Tran  
Amie Dookhan (Khan)

Lisa Glazer  
Stacey DesJardins (Feiden)

Daniella Frasca

**Central Services**

Paul Walsh  
Andre Parris- supply delivery  
?? Accounting/Purchasing employees

**Information Technology**

William Dole  
Warren Erskine  
Michael Normand  
Ramana Reddy  
Prabhu Elumalai  
Gunasundari Veerapandian

Vince Regina  
Ping Zou  
Sada Basani  
Keith Nystrom

**Central Laboratory Services**

John Gallagher- Glassware card only  
John Conley- Glassware card only  
Alan Borne  
Suzanne Govan  
Lemuel Belgrade  
Marie Preval  
Juanita Govan  
Richard Borsari

**BHOM** Nancy O'Leary (drug inspector)

**BEH**

Kim Foley (FPP)  
Tara Harris (FPP)

**UMASS personnel**

(facilities, housekeeping, security)

Implementation Checklist  
3 WEST

**A. Internal customers**

**1. 3 West LSS activation for personnel already onboard**

- a. Identify personnel for 3 West access card activation (Completed)
- b. Identify 3 West personnel who haven't had LSS Floor training in the past
- c. Perform LSS floor training as needed and complete acceptance agreement
- d. Personnel being activated: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
- e. All hands: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
- f. Apply 3 West to access cards (and as applicable 3 East)
- g. Post signs at 3 West elevator lobby door and stairwell 1 door regarding secured area and access procedures, **What is contact phone number for access?**
- h. Power up 3 West doors/ Date:

**2. Develop and Implement 3 West access request procedure for subsequent personnel**

- a. Update UMASS Security Access Form (yellow sheet).  
Add "Tower- 3rd Floor West (Rooms # - #)" to form
- b. How to request access, identify DPH Lab officials who will approve access requests
- c. Notify DPH LSS Manager of personnel approved for access
- d. Complete LSS Floor training
- e. Activate access
- f. Report departures to LSS Manager
- g. Update sop SA.001 regarding addition of 3 West as restricted access floor

**B. External customers/Law Enforcement/Visitors**

- 1. Prepare appropriate number of "Visitor- D.A.L." access cards for use
- 2. Apply 3 West and 3 East access to cards
- 3. Implement revised UMMS Security "Police Log" for sign-in/out and tracking of visitor access cards
- 4. Review revised Drug Analysis Lab visitor procedure with UMMS Security personnel

5. Create information sheet for law enforcement D.A.L. visitors at UMMS Security Desk explaining access procedures using elevator, or stairwell exit if necessary (if elevator down, egress via 3 West and 3 East)